



"Make no little plans – they have no magic to stir men's blood."

- Daniel Burnham

# Purchasing Update

Division of Purchasing, Idaho Department of Administration

Issue 9

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## Purchasing Modernization Initiative To Receive National Award

Once again, the Idaho Division of Purchasing's successful, collaborative effort to update Idaho's purchasing practices and laws in order to introduce electronic purchasing is being recognized at the national level. The Council of State Governments has selected the Idaho Purchasing Modernization Initiative as a Recipient of a *2002 Innovation Award for the West Region*. The organization honors eight award winners, two from each geographic region of the country. The program is the only comprehensive, national awards program that focuses exclusively on state programs and policies and selects winners based on evaluations by state government leaders. The State of Washington was selected as the second state recipient from the West category. Idaho's e-purchasing project was chosen from among 150 applications after being named as one of 10 semi-finalists. Last year, the National Association of State Purchasing Officials (NASPO) presented the Division of Purchasing-Department of Administration the "*Gold Cronin Award*"-- its highest honor for innovative purchasing practices. The award will be presented at the CSG Annual Meeting in Richmond, VA the end of December. See: [http://www2.state.id.us/adm/about/pr\\_2002\\_0916.htm](http://www2.state.id.us/adm/about/pr_2002_0916.htm)

## Advanced Public Procurement Seminar

The Division of Purchasing is pleased to announce another in the NIGP professional development seminar series. *Advanced Public Procurement* is scheduled for **November 6-8, 2002** in Boise and is open to all public purchasing officials who are, or aspire to be, managers of the public procurement function. For more information on this seminar, go to the purchasing web site at <http://www2.state.id.us/adm/purchasing> Click on "Agency Info" and again on "What's New" or "Training" to access the information and an on-line registration form.

## **State Vendor Fair**

The Division of Purchasing is pleased to announce our first "Idaho Public Purchasing Vendor Fair." This event is intended to help attendees gain product knowledge and information from awarded state contractors and other businesses. Throughout the day, key speakers will present information on industry developments and ideas that will be of interest to all attendees and exhibitors.

This is a one-day event scheduled for Wednesday, **November 20, 2002** at the Doubletree Riverside, 2900 Chinden Blvd, Boise ID 83714 (208-343-1871 - 800-222-8733). There is no charge for this event and lunch is included.

Mark your calendar now and plan on attending all day to get the most benefit from this program! In the near future we will be sending out a program agenda. Registration for this event is not necessary, but in order to get a count for the luncheon, **please RSVP** if you are planning on attending to Frank Pierce, email: [fpierce@adm.state.id.us](mailto:fpierce@adm.state.id.us)

## **P-Card User Conference**

Wells Fargo Bank and the Division of Purchasing is pleased to announce the 2nd Purchasing Card Administrator User Conference. This conference is primarily designed for agency PCard administrators. The subject matter will assist them in their role of administering the PCard program within their agency. It has been scheduled for Tuesday, **October 15, 2002** from 1:00 pm - 4:30 pm at the Idaho Transportation Department auditorium at 3311 W. State Street in Boise.

To ensure there are enough handouts and materials available, we need to know how many will be attending the meeting. Please reply to Frank Pierce, email [fpierce@adm.state.id.us](mailto:fpierce@adm.state.id.us) by Tuesday, October 8, 2002 to let him know if you will be attending. Negative responses are not necessary.

Agenda items will include:

1. Introductions - Rules on Chocolate?
2. Program overview, accomplishments, future directions
3. Panel discussion - PCard uses, issues, FAQ
4. Break - Chocolate - facts and myths
5. STARS PCard Accounting Reconciliation demonstration
6. Sales tax documentation and exemption procedures
7. Setting up suppliers for PCard acceptance
8. Adjournment - prize drawing?

We have representatives from several agencies for the panel discussion. The State Controller's Office will provide a live demonstration of the PCard reconciliation program. And a representative from the State Tax Commission will address sales tax issues and problems.

Our successful program has been in place for four years now and is used by the vast majority of agencies. Substantial additional potential uses (primarily travel) remains to be tapped. We look forward to seeing as many of the agency PCard administrators at this conference as can attend.

For those PCard administrators outside the Boise area, attendance is very optional. Copies of any PowerPoint presentations or other handouts will be made available electronically, upon request, to anyone not able to make the meeting. Some of the information will also be made available later in the year when the Division of Purchasing conducts its various training workshops in the north and east parts of the state.

For additional information, issues or questions please contact Gerry Silvester at 327-7325, email at: [gsilvest@adm.state.id.us](mailto:gsilvest@adm.state.id.us)

## **Statewide Contract Updates**

**Contract SBPO1071 - Verizon Northwest - Cisco Networking Hardware, Software, and Management Tools.** This is a new contract effective September 13, 2002. A detailed Excel spreadsheet is also available on the purchasing website. It lists the various items included in the contract and pricing. Questions regarding the contract should be directed to Mark Little, IT Purchasing Officer, Division of Purchasing, email [mlittle@adm.state.id.us](mailto:mlittle@adm.state.id.us) or phone 208-327-7359.

**Contracts SBPO1066, 1067, and 1068 (formerly SBPO136, 137, and 138) - A&I Distributors, Brico of Idaho, and Horkley Self Service - Antifreeze.** These contracts were renewed for another year, effective October 16, 2002. With the cold weather just around the corner, now is the time to purchase your antifreeze product requirements.

**Contract SBPO1058 (formerly SBPO 64) - Copy Express Printing Center - Printed Letterhead and Matching Envelopes.** This contract has been extended for another year effective September 1, 2002.

**Contract SBPO1070 - (Formerly SBPO 97) - New Day Products & Resources - Engraved Nameplates & Signs.** This contract has been renewed for another year, effective December 1, 2002.

**Contract SBPO 4 - Willamette Industries, Inc. - Continuous Form Paper.** This contract was extended for six months (until March 3, 2003), effective September 4, 2002. The state of Oregon as the lead state for this commodity in the WSCA group will be rebidding the contract.

**Contracts SBPO 108 and 110 and 109 - Boise Cascade Office Products (BCOP) and Xpedx - Copy Paper.** All three contracts are in the process of renewal for another year to be effective December 10, 2002. Unfortunately, effective November 1, 2002, prices will increase. The BCOP contracts will increase \$0.10/ream and the Xpedx items will increase 5%. Production capacity has decreased over the last few months, thus fueling price increases due to unabated demand for paper.

**Contracts SBPO 151, 152, and 132 (Intermountain Technology Group, CompUSA, and Micron) - Computers & Peripherals.** These contracts are in the process of renewal for another year, effective September 2, 2002. Only very minor changes are expected. Agencies may continue to use these contracts.

**Contracts SBPO 120, 121, 123, and 124 - IBM, Compaq, Dell, and Gateway - WSCA Computers & Peripherals.** These contracts are also in the process of renewal for another year, effective September 2, 2002. Details are still being discussed. Agencies may continue to use these contracts. SBPO 122 (CompUSA) was NOT renewed. However, agencies may continue to use SBPO 152 with CompUSA for their requirements